LEGISLATIVE COUNCIL
POSITION DESCRIPTION

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

POSITION: Software Developer

AGENCY: Legislative Service Bureau

DIVISION: Information Technologies

RANGE: J1

STATUS: Full-time

GENERAL DESCRIPTION OF POSITION:

The primary responsibilities of the employee in this position is to develop, test, debug, deploy and maintain windows and web applications used by the Michigan Legislature and Legislative Council agencies. The individual may also update, repair, modify and expand existing applications and is knowledgeable of Legislative functions to the level necessary to perform system analysis and design functions. Work is performed in a team-oriented environment with other legislative agencies.

EXAMPLES OF WORK:

- Design, develop, and support new and existing business applications used by Legislative Council agencies using current Microsoft development tools.

- Assist with analysis and maintenance of existing windows and web applications.

- Participate and lead workgroups to gather and analyze data requirements.

- Work closely with Council staff to understand system improvements and recommend effective solutions. Establish options for designing and deriving the best solutions based on sound analytical judgment, team input and the customers' best interest.

- Test, verify and deploy new business applications. Maintain the systems once deployed.

- Assess, troubleshoot, document, upgrade and develop maintenance procedures; Review code for potential performance issues, reusability, and/or anomalies.

- Troubleshoot client problems. Research and identify cause of reported defects and issues. Develop patches and defect fixes.

- Perform and assist with quality assurance activities as needed.

- Participate in training and / or customer support activities for applications as needed, including preparing training manuals and teaching users.

- Keep abreast of current technology, development tools and operating systems.

- Generate suggestions for improving work. Develop innovative approaches and ideas.

- Maintain relations with staff in other legislative agencies working on related projects.

- Perform other duties as assigned.

MISSION STATEMENT PRINCIPLES AND GOALS:

1. Displays a team-oriented attitude toward co-workers and other Legislative Council staff.

2. Provides high-quality services and products to members of the Legislature and other customers.

3. Acts in a professional manner.

4. Takes initiative in improving one's knowledge, skills, and judgments so as to better serve the Legislature.

KNOWLEDGE, SKILLS AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:

- Demonstrates a working knowledge of the software development lifecycle and methodologies.

- Ability to work in a logical manner.

- Demonstrates a broad technical knowledge, including computer hardware, software, networks and protocols. Technical knowledge and skills include, but are not limited to: Object-Oriented Programming, C#, VB, MS SQL, .NET Framework, ASP.NET (Web Forms and MVC), HTML, CSS, JavaScript, jQuery, Web Services, XML, SQL Reporting Services, and SharePoint products.

- Ability to use Microsoft Visual Studio, IIS, source control systems and SQL Server Management Studio.

- Ability to effectively manage multiple software development projects, prioritize multiple tasks and work efficiently within time constraints and deadlines.

- Knowledge of UML principles and methodologies.

- Knowledge of the purpose and operations of all Legislative entities served by this function.

- Ability to use standard LSB software applications confidently (HRMN, DCDS).

- Ability to probe and obtain critical facts from many sources.

- Ability to quickly assimilate oral and written data, analyze facts and draw logical conclusions.

- Demonstrated skills to communicate clearly and effectively to both technical and non-technical people. Must be able to clearly and concisely present complex problems and information, both verbally and in writing.

- Demonstrate good attention to detail.

- Ability to work as an individual and part of a team.

- Promotes industry and organizational standards, policies, and methodologies.

- Maintains highly favorable public relations.

- Exhibits good presentation and project management skills.

- Ensures compliance with all LSB Information Technology rules, policies and procedures.

MINIMUM QUALIFICATIONS FOR THE POSITION:

- Bachelor's degree in computer science or related curriculum or an equivalent combination of education and experience is required.

- Three years of progressively more responsible or expansive work experience in .NET (C# & VB) programming is required.

- Knowledge and experience in web design with HTML, CSS, JavaScript, and jQuery is required.

- Knowledge and experience with current versions of the .NET Framework (C# & VB), Visual Studio, Internet Information Services, and MS-SQL Server is required.

- Knowledge and experience with current versions of Windows operating systems is required.

- Knowledge and experience with XML is required; knowledge of XSLT desired.

- Thorough working knowledge of IP, HTTP and network communication standards is required.

- Knowledge and experience in object oriented programming is required.

- Strong interpersonal and communicational skills required.

NECESSARY SPECIAL REQUIREMENTS:

- Must be able and willing to work overtime as required, including evenings and weekends, and holidays as needed.

- Must be willing to share in the on-call response duties for late-night session or emergency services.

Revised November 5, 2013